

CERTIFICATE OF NEED PROGRAM



Iowa Department of Public Health

General Guidelines
for
Submitting a Letter of Intent

2021

General Guidelines for Submitting a Letter of Intent

1. Before applying for a certificate of need (CON), the sponsor of a proposed new institutional service or changed institutional health service shall submit to the Department (of Public Health (“Department”)) a letter of intent to offer or develop a service requiring a certificate of need. (Iowa Code section 135.65(1))
2. Letters of intent must be submitted to the Department not less than 30 days prior to the submission of an application for a CON.
3. Letters of intent should be submitted as soon as possible after initiation of the planning process and before substantial expenditures are made. (641 IAC 202.2(2))
4. Letters of intent shall include the following information (Iowa Code section 135.65 and 641 IAC 202.2(1)):
 - a. A brief description of the proposed project, including facility name and sponsor;
 - b. The project’s location, including county;
 - c. The project’s estimated cost (site costs, land improvements, facility costs, movable equipment, and financing costs); and
 - d. An explanation of how the project will be financed.

Please note: An application may not be accepted if the information contained in the application materially differs from the information provided in the letter of intent (i.e., facility name, sponsor, capital expenditure and location, including county).

5. Letters of intent are valid for one year from the date they are received by the Department. The sponsor may renew the validity of a letter of intent by providing written notification to the Department prior to the one-year expiration date. (641 IAC 202.2(4))
6. A letter of intent can be sent via regular mail or via email (preferred) – please provide in the letter a valid email for the primary contact person and his/her phone number.

Email address: rebecca.swift@idph.iowa.gov

Mailing address: Certificate of Need Program Manager, Iowa Department of Public Health, Lucas State Office Building, 321 E. 12th Street, Des Moines, IA 50319

7. Upon receipt of a letter of intent the Department will issue a letter of response. Please keep this letter for further reference.
8. A list of active letters of intent is posted on the CON website.
9. For more information contact CON staff at 515-218-4969.
10. CON related law and rules can be found on the Iowa CON website at <https://idph.iowa.gov/policy-and-workforce-services/cert-of-need>